

Title:	Group Training Session	In-House
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Courses available for Governors within LA Maintained Schools		
<b>Admissions Appeals</b> Aimed at governors and head teachers of Voluntary Aided, Foundation and Academy primary and secondary settings.  The course covers the process for school admission appeals and supports governors to prepare the governors' case for presentation to an Independent Appeal Panel (IAP).	Y	N
<b>Admissions and the School Admissions Code</b> The governing body or academy trust has full responsibility for the school's admission arrangements. This course will explain to governors their full legal responsibilities with regard to admission throughout the academic year as outlined in the School Admissions Code. It will cover the statutory timescales and requirements, the admission application and allocation process (process and in year) and consultation requirements.  Aimed at governors of own admission authority schools.	Y	N
<b>A whole school approach to mental health and wellbeing</b> Following sustained periods of lockdown, disrupted school attendance and uncertainty, the importance of supporting the mental health and wellbeing of pupils and staff has never been so crucial. Good mental health is the foundation for everyone to flourish, develop and succeed in life. This training will consider the importance of developing a whole school approach to mental health and wellbeing and examine key actions that governors can take to help embed and monitor emotional health and mental wellbeing across the school.	Y	N
<b>Dealing with Difficult People and Courageous Conversations</b> This course is aimed at Chairs, Vice Chairs and other governors who may need to undertake difficult conversations and/or deal with challenging individuals. The course will help in understanding what we mean by 'difficult', possible strategies to apply and when/why we need to have 'courageous' conversations.	Y	N
<b>Disciplinary Hearings</b> This course is beneficial in helping governors understand the procedures of a staff disciplinary hearing. The course is broadly based on the HfL model disciplinary policy but also useful for governors of all settings as the principles are broadly the same.  This session will: <ul style="list-style-type: none"> <li>• identify the principles of good disciplinary handling</li> <li>• look at the decision making process</li> <li>• assist with dealing of challenges that may arise during the process</li> </ul>	Y	N

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<b>Effective Governance</b> This course explores in more detail how individual governors and governing boards can effectively carry out their core function of holding the headteacher to account for the educational performance of the school/academy.	Y	Y
<b>**New for 2023 **</b> <b>Effective Listening and Effective Questioning</b> Among the most important skills that governors need to apply are listening and questioning. Being able to listen effectively and ask questions effectively are key to your being able to be as valuable as you can in your role and to you getting as much from the role as you can. This training course is intended to help you: <ul style="list-style-type: none"> <li>• Consider why effective listening and effective questioning are important for governors.</li> <li>• Understand the aims of effective listening and effective questioning; and</li> <li>• Provide tips / ideas on how to improve these skills.</li> </ul>	Y	Y
<b>Effective use of Pupil Premium</b> This course will provide an opportunity for governors to update their knowledge and understanding of the effective use of Pupil Premium funding.	Y	N
<b>Exclusions</b> This training session equips governors to be able to sit on a governors' Disciplinary Committee panel which is a statutory requirement in the case of certain types of school exclusion, including any permanent exclusion. We recommend that panel members are re-trained every 2 years.	Y	Y
<b>Governor Visits</b> This course is useful for all governors but especially those who are linked with a subject or aspect of the work of the school, e.g. SEND, literacy or a subject area.	Y	Y
<b>Handling School Complaints</b> This training is aimed at all governors of maintained schools. Whilst based on the HCC model policy, the concept of governors' roles and responsibilities is the same although other model policies may differ in terms of stages within a procedure.	Y	Y
<b>Headteacher Performance Management</b> This course is particularly useful to governors who serve on the Headteacher Performance Panel but is of interest to all governors.	Y	N
<b>Health and Safety (introduction to)</b> This course is relevant to all governors, particularly those with an interest in premises and health and safety.	Y	N

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<b>Improving Outcomes for All Children</b> A vision has emerged from School Leaders in response to the disruption to the education of children by the pandemic and more recently, the cost-of-living crisis. The vision will change the way we think about improving outcomes for each and every child in a Hertfordshire school. A group of Head Teachers and key Local Authority leaders have formed an ambitious plan to promote Achievement 4 All. This training will inform School Governors about the strategy and give an opportunity for <b>reflection</b> , cause for <b>rethinking</b> through reviewing research and discussion and will encourage <b>resetting</b> the culture and ethos of the school.	Y	N
<b>Induction for Governors</b> This half day course is for anyone new to governance for schools, academies and MAT's. This course is very important so that everyone can understand their role and can be as effective as possible in helping the school(s) to secure school improvement. Delegates benefit from the opportunity to network with new governors from other schools and academies.  Recommended within first 3 months of appointment.	Y	N
<b>Knowing your School &amp; Ofsted – governance</b> This training session is intended for governing boards who want a better understanding of Ofsted inspections, in terms of: -Ofsted's approach, expectations and assessment criteria; and - governors' discussion with Ofsted inspectors.  The course is structured as follows: <ul style="list-style-type: none"> <li>• Reminder of your key responsibilities as governors</li> <li>• Understand current Ofsted 'areas' and 'grading scale'</li> <li>• Look at the different types of Ofsted inspection and discuss which is likely to apply for your school</li> <li>• Go through the method and process of inspection, including the governors' role during an inspection</li> <li>• What are Ofsted interested in and how do they assess ('grade descriptors') each of the areas</li> <li>• Your next steps.</li> </ul>	N	Y
<b>Meeting with the Ofsted Inspector</b> This session will give governors an opportunity to practice giving an account of their work and impact in an interview which will seek to replicate that which they will experience in an Ofsted inspection.	N	Y

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<b>New to Special Educational Needs and Disability (SEND)</b> This session is designed to provide an introduction for governors to the area of special educational needs and disabilities. During the session there will be a range of practical activities and opportunities to ask questions and share ideas.	Y	N
<b>**New for 2024 **</b> <b>Prevent Duty</b> This session will be looking at the current terrorist threat level in the UK, covering relevant legislation and terminology relating to terrorism and extremism and discussing groups and movements which operate in the terrorist and extremist space. Most importantly, we will consider how you as Governors can feel confident in your execution of the Prevent Duty within your organisation.	Y	N
<b>Recruitment, Education and Training Governor – link role</b> This training will encourage you to take a strategic position with regards to your Recruitment, Education and Training of your board. Schools cannot function without governance, and we need to ensure as much as we can that we do not have vacancies, we do not have passengers and all of the board understands their role and can give time to it – how do we encourage this? <ul style="list-style-type: none"> <li>Recruit the right people following a formal process</li> <li>Role Descriptors</li> <li>Induct and Mentor new governors</li> <li>Encourage new governors to follow the GREAT! Programme of training</li> <li>Support, praise and performance manage the board</li> <li>Valuing the role of governor – blowing our own trumpet</li> <li>Succession Plan</li> </ul>	Y	N
<b>Role of the Safeguarding Link Governor</b> Aimed at Safeguarding link governor but also useful for all governors. Course looks at link governor role and shares good practice for safeguarding visits.	Y	N
<b>Safeguarding Children</b> This course is strongly recommended for all governors and is essential for the Designated Child Protection governor(s), the chair/vice chair. It is also recommended to refresh this training every 4 years.	Y	N
<b>Safer Recruitment</b> This nationally accredited full day ‘Safer recruitment’ training is suitable for governors and staff of schools/academies involved in the recruitment process. This course is applicable for those who have had no previous training or those that attended ‘Safer recruitment’ training more than 4 years’ ago and	Y	N

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therefore need to refresh their accreditation. (Please check if you are unsure).		
<b>Safer Recruitment Refresher</b> Relevant for governors and staff of schools/academies who have attended the Safer Recruitment Consortium all day session within the last 4 years and would like to refresh their knowledge. This Course provides opportunity to refresh safer recruitment practices.  <b>In order to sit this Safer Recruitment Refresher course, governors and staff must have attended the Safer Recruitment Consortium full day course. Attending the NSPCC or equivalent course is NOT suitable.</b>	Y	N
<b>School Finance Overview</b> This course is aimed at all governors (not only Finance Governors) and is targeted to provide a general understanding of the key financial responsibilities of the Governing Board.  It will be assumed that attendees will have had minimal exposure to finance in school and therefore, is aimed at early career governors, or governors who would like to improve their financial skills knowledge.	N	Y
<b>Schools Recruitment – An overview of best practice in Leadership Recruitment</b> This training is designed to give Governors the confidence to contribute to the interview and selection process at their schools through an understanding of: <ul style="list-style-type: none"> <li>• The legal context of school recruitment and selection</li> <li>• The role and responsibilities of the Governing Body in the process</li> <li>• The support available in Hertfordshire</li> <li>• Safer recruitment and best practice</li> <li>• Inclusion and diversity in recruitment</li> <li>• The stages of the recruitment cycle</li> <li>• The processes and parameters around recruitment, pay &amp; appointment for schools</li> </ul>	Y	N
<b>Succession Planning &amp; Strategy</b> For governors/governing boards who want to be aware of their future strategic leadership – leadership of the school (staff) and governing board.	Y	Y
<b>Understanding Assessment Data</b> Suitable to all governors, particularly those overseeing pupil progress, attainment and target setting in primary and secondary settings. <b>Please note</b> - An additional charge of £130.00 for in-house requests will be applied as the Assessment Team will review the settings own data prior to the delivery.	N	Y- max every 2 years

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<b>Please note</b> - This course may only be booked every 2 years.		
<b>Understanding the Landscape</b> Aimed at all governors, headteachers and key senior leaders of primary and secondary maintained schools. Course provides understanding the current educational landscape, including Multi Academy Trusts, the possibilities available to them and key issues to consider when planning their school's future.	N	Y
<b>Vision, Mission and Strategy</b> 'Governing boards are the key strategic decision-making board of every school. It is their role to set the school's strategic framework and to ensure all statutory duties are met. The governing board should ensure that the school has a medium to long-term vision for its future which it may be helpful to articulate in a strategic written statement.'  This course supports governors in their role around; <ul style="list-style-type: none"> <li>• The GB's 3 key functions</li> <li>• Why Values / Ethos, Vision / Mission and Strategy are important</li> <li>• Values / Ethos</li> <li>• Mission &amp; Vision</li> <li>• Strategic plan</li> <li>• Targets/KPIs and monitoring progress</li> <li>• Your action plan</li> </ul>	Y	Y